



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date June 7, 1978	1. Agency Address Department of Natural Resources Commissioner's Office, Special Projects Section 270 Washington St. SW, Rm-815-0 Atlanta, Georgia 30334	Application Number 78-135	
Application Number		Date Received JUN 15 1978	Date Completed JUL 12 1978
2. Person to Contact Wilma Y. Simmons		Working Title Secretary IV	Telephone Number 656-4810
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1972 1976	5. Records Series Title (followed by title used in office; if different) Special Projects Legislation Coordination (State) File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Legislation function within the Special Projects Section of the Commissioner's office of the Department of Natural Resources is responsible for the following major activities: 1. Developing the Department's Legislative Proposals; 2. Monitoring the activities of the Georgia General Assembly; and 3. Working on in-depth projects related to issue development or implementation of enacted proposals.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: State Legislative Activities of the Department of Natural Resources from 1971 forward. Included are: Files for contacts and information sources; general legislative correspondence; legislation passed and failed, legislative activities; outside proposal, progress reports; and information on the Southern Legislation Conference for 1977. File is arranged: Alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 4x yr. ; Seven to twelve months old 4x yr. ; Thirteen to twenty-four months old 4x yr. ; twenty-five months and older 1 x yr.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers 1/2 drawer ; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
NA		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	8 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files serve as a history of Departmental legislative activity and are referenced for this purpose.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Barbara A. Hogan	June 7, 1978	Maria J. York	June 16, 1978
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-11-78
		Secretary of State/Designee	7-7-1978
		Attorney General/Designee	7-12-78